



Office of Kansas Governor
Federal and Other Grants Program

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FEDERAL STATE ACCESS AND VISITATION PROGRAM

Fiscal Year 2006
Grant Application

APPLICATION DEADLINE:

RECEIVED BY 5:00 P.M. SEPTEMBER 9, 2005

**OFFICE OF THE GOVERNOR
KATHLEEN SEBELIUS
FEDERAL AND OTHER GRANTS
PROGRAM**

**FEDERAL STATE ACCESS AND
VISITATION PROGRAM GRANT**

TWO APPLICATIONS (ONE ORIGINAL AND ONE COPY)
SHOULD BE FORWARDED TO THE
GOVERNOR'S GRANTS PROGRAM BY

SEPTEMBER 9, 2005

APPLICATIONS NOT **RECEIVED** BY 5:00 P.M., SEPTEMBER 9, 2005 WILL NOT BE ACCEPTED

PLEASE DO NOT CALL CONCERNING THE STATUS OF THE APPLICATION.
YOU WILL BE NOTIFIED IN WRITING.

Governor's Grants Program
300 SW 10th Ave., Ste 212-S, Topeka, KS 66612-1590
Voice 785-291-3205

GUIDELINES

FEDERAL STATE ACCESS AND VISITATION PROGRAM POLICY GUIDELINES

The following information defines eligibility and accountability criteria and sets forth requirements for application and administration of the grant awarded from the Federal State Access and Visitation Program (SAVP) pursuant to P.L. 104-193.

CRITERIA

The purpose of this grant program is to increase, enhance, expand, or initiate grant projects that provide services and assistance to children and families in need of supervised exchange or visitation. It is the intention of this grant program to provide as wide a range of coverage to the citizens of the state as possible. Assistance may encompass a wide range of support services. Specific services to be provided and the specific target group should reflect local needs and priorities. Activities may include: on-site supervision, exchange monitoring, therapeutic supervision, recording observations of visits, referrals to other services and educational parenting classes. Such indicators as number of staff assigned, the type of services provided, number of children and families served and the number of personnel and others trained may be used to evaluate the efficiency and impact of the proposed grant project.

ELIGIBILITY

Available funds may be awarded to not for profit organizations and units of state or local government for defined grant project activities. **Not for profit organizations, duly registered with the Office of the Secretary of State, may receive funds under this act as subgrantees or subcontractors to a local entity of government, or may receive funds as a direct applicant.**

MATCH REQUIREMENT

Non-federal matching contributions of 10 percent (cash or in-kind) of the total cost of the SAVP grant project (SAVP grant funds plus match) are required for each SAVP grant project and must be derived from non-federal sources.

APPLICATION DEADLINE

Each grant application must be **received** in the Office of the Governor's Grants Program **no later than 5:00 p.m., September 9, 2005.**

AVAILABLE FUNDS

Each eligible applicant must receive 50 percent or more of its agency budget from sources other than funds distributed through this grant fund. Other sources may be public or private and may include contributions of goods or services, including materials, commodities, transportation, office space, or other types of facilities or personal services. No maximum or minimum dollar amounts have been established for individual grant awards. **There will be approximately \$100,000 in federal funds available for distribution in Fiscal Year 2006.**

LIMITATIONS OF FUND USE

- a) These grant funds shall not supplant other federal, state, or local funds that otherwise would be available for child exchange and visitation grant projects.
- b) It shall be the purpose of this grant to increase, enhance, expand, or initiate grant projects to provide supervised exchange and visitation services.
- c) Equipment and hardware are unallowable costs.
- d) General salaries and personnel costs are unallowable unless necessary and essential to the grant project's success.
- e) Construction or land acquisitions are unallowable costs.
- f) The use of grant funds is prohibited for grant projects that offer a low probability of improving services to children and families as determined by fiscal and grant project audits and grant reviews.
- g) Administrative/indirect costs. The use of grant funds to pay for costs incurred in applying for, administering, or auditing the grant is not allowed. Similarly, indirect costs are not allowed.
- h) Because of limited funding, items pertaining to the area of magazine subscriptions, membership dues, etc., will not be allowed. Similarly, funds for training will not be allowed.

GRANT PROJECT PERIOD

Each grant project funded under this grant fund shall be for a period of 12 months from October 1, 2005 to September 30, 2006. Any funds not expended by September 30, 2006, must be returned to the Office of the Governor's Grants Program.

REPORTING REQUIREMENTS

The following reports are required if funding is received under the Federal State Access and Visitation Program:

- (a) The monthly expenditure report, Financial Status Report Form, provides fiscal information on expenditures during the month and is due 15 days after the end of each month;
- (b) The quarterly Grant Project Statistical (due 15 days after each quarter) and annual Federal Statistical Reports (due 15 days after the end of the 12-month grant project period) provide statistical information on children and families being served;
- (c) The semi-annual Grant Project Narrative Report provides a narrative description of the activities during the reporting period and is due 15 days after the end of each six-month grant project period; and
- (d) Grant project monitoring and on-site visits will be conducted by the Governor's Grants Program.

Copies of financial and programmatic records must be maintained at the local level for a period of **five years** following the close of the grant project period.

CONDITIONS OF GRANT AWARD

If Federal State Access and Visitation Program grant funds are awarded, providers must comply with the Child Exchange and Visitation Center Guidelines developed by the Office of the Kansas Attorney General. If awarded funds, the applicant will be required to submit a current and complete operations manual, including policies, procedures and forms by December 1, 2005. All subgrantees are responsible for providing a copy of any revisions and/or updates to the operations manual to the Office of the Governor's Grants Program.

REVIEW OF APPLICATIONS

Each grant application will be evaluated using the following criteria:

- a) The quality of the needs assessment and documentation in terms of proposed services for children and families;
- b) The record of successful implementation of services to children and families;
- c) Documentation and understanding of a problem as it relates to children and families in the applicant's community;
- d) Demonstration of clear, measurable and appropriate proposed grant project objectives, consistent with the evaluation criteria outlined in the grant application instructions;
- e) The efficacy of evaluative components, both programmatic and fiscal;
- f) The degree of community support and collaboration for the supervised exchange or visitation grant project;
- g) Receipt of other state and local funding; and
- h) Relevant budget information.

Each applicant shall be notified in writing of the grant award decision.

INSTRUCTIONS

ATTENTION

Please read the following before completing and submitting the FEDERAL STATE ACCESS AND VISITATION PROGRAM grant application.

Please submit the grant application typed or word processed in Times New Roman 12 point font size or larger.

Applications submitted under the Federal State Access and Visitation grant program will receive a preliminary review upon receipt by the Governor's Grants Program Staff.

Due to the competitive nature of the grant award process, applications that are incomplete or not submitted correctly will be returned to the applicant and will not be considered for a grant award.

If the application is returned to the applicant as incomplete prior to the deadline, the applicant may choose to resubmit a complete application. However, NO resubmissions are allowed after the deadline.

An incomplete application means the following:

- Application is missing information;
- Incorrect forms were used;
- Application is not in the correct order; or
- Submitting less than the correct number of copies.

GENERAL INSTRUCTIONS

Submit the grant application typed or word processed in Times New Roman 12 point font size or larger. Use the attached forms where applicable. Keep the information as brief as possible and explanatory statements clear and concise. Staple the grant applications in the upper left-hand corner and number all pages in the bottom right-hand corner. The first two pages have been numbered. **Do not submit any items not specified in the Summary of Contents (i.e. pictures, news articles, letters of support), other than those requested. Do not include covers, appendices, fancy bindings, artwork, brochures, etc.** These items will be removed prior to the review.

#1

GENERAL INFORMATION FORM

Directions: See attachment.

#2

SUMMARY OF CONTENTS FORM

Directions: See attachment.

#3

PRIOR ACCOMPLISHMENTS

Directions: Please share specific agency accomplishments over the previous 12-month period of July 1, 2004 to June 30, 2005. Include the number of children or families served by the agency. Describe any evaluations conducted and explain the results. If currently receiving SAVP funds, report the number of families served by the grant project, specifying what reporting period the numbers represent. Describe evidence of the success of the grant project, including progress made toward achieving grant project goal(s) and objectives.

**** Please note, sections 4, 5, 6 and 7 are related. The general goal(s) and measurable objectives of the proposed grant project should be directly related to the results of the needs assessment. The grant project's evaluation plan should be used to demonstrate progress made toward achieving the goal(s) and objectives.**

#4

PROBLEM STATEMENT AND NEEDS ASSESSMENT

Directions: The submission of an application presumes there is a definable problem, which will be solved either in whole or in part with the grant project for which grant funds are being requested.

As other agencies are competing for limited resources, please document as extensively and factually as possible the definition of the problem in the applicant's service area and its severity. The responsibility in this section is to clearly and concisely define the problem using facts and statistics, which support the contention that there is, in fact, a serious problem in the community which grant

funds can help solve. Please include the needs assessment which was used to develop the problem statement, such as agency service activity, number of divorce filings with children involved, number of visitation orders filed, law enforcement reports, input from clients or beneficiaries of the applicant, etc. Include objective data from existing data sources. If the applicant is comparing local data to state or national data, information should be included to either establish the need locally or to describe why the local community is limited in resources to address the problem, etc. **Please cite the resources used to obtain the data submitted establishing a need for grant funds and include the number of families the applicant projects to serve with these grant funds.**

#5

PROPOSED GRANT PROJECT GOAL(S)

Directions: State the goal(s) of the proposed grant project for which the applicant is requesting funds. This should not be the goal(s) of the agency as a whole. However, the goal(s) for the grant project should be consistent with the mission and overall goals of the agency, as well as the results of the needs assessment.

#6

PROPOSED GRANT PROJECT OBJECTIVES

Directions: List the objectives to be accomplished in order to reach each goal listed. Objectives should be expressed in terms of alleviating the problem stated in the Problem Statement section and of reaching the proposed grant project goal(s). Objectives should be specific, measurable, realistic and consistent with the goal(s) of the grant project, and cover a single event or outcome. Include the strategies and action plans to meet each objective and a timetable to complete each activity.

Follow the format below when writing the grant project goal(s) and objectives.

Example:

Goal I: Provide a safe environment for families using center.

Objective	Activities	Person Responsible	Time Frame
1. 95 percent of families using the center will not have a security incident.	1. Trained security and agency personnel are present at all exchanges and visitations.	1. Security and agency personnel	1. Security incidents are documented immediately. Security incidents are tracked quarterly* to measure family safety. * January, 2006 April, 2006 July, 2006 October, 2006
2. 100 percent of families will adhere to agency policy and procedures.	2. (a) Center policy and procedures are reviewed with every family at intake, before any services will begin. (b) Any family member not complying with agency policy and procedures will meet with staff to avoid further disruption of services.	2. (a) Agency personnel (b) Agency personnel	2. (a) Intakes are scheduled with family within one month of referral. (b) Families not adhering to policy and procedures will be tracked quarterly*. * January, 2006 April, 2006 July, 2006 October, 2006
3. Three additional security personnel will be hired and trained.	3. (a) New security personnel will be trained on family issues such as divorce and domestic violence. (b) Center policy and procedures are reviewed with new security personnel.	3. (a) Agency personnel and area partner agencies (b) Agency personnel	3. (a) By December 31, 2005 (b) By December 31, 2005

#7 PROPOSED GRANT PROJECT MONITORING AND EVALUATION

Directions: Describe the procedure for monitoring the proposed grant project. Describe the criteria that will be used to evaluate the effectiveness and quality of services provided through the proposed grant project. The evaluation should be designed to provide an objective assessment of the effectiveness or impact of the proposed grant project. Specify the procedures to be used and how the information/data collected will be used to improve the proposed grant project. At a minimum, explain how the proposed objectives will be measured and how it will be determined whether the grant project is effectively and efficiently reaching the proposed goal(s) and objectives.

#8 PROPOSED GRANT PROJECT STAFFING PATTERN

Directions: Describe the staffing pattern that will meet the proposed grant project goal(s), objectives and evaluation. Include all persons responsible for achieving proposed objectives as well as the supervisors of those individuals. Also include staff responsible for monitoring and evaluating the proposed grant project's progress.

#9

PROPOSED GRANT PROJECT COLLABORATION

Directions: Grant funds are maximized when community agencies work together at all levels; therefore funding priority shall be given to communities that demonstrate and maintain true collaboration. Please describe how the proposed grant project will maximize grant funds by fostering collaboration among units of government and other organizations. Describe the steps that have been taken toward collaborative partnerships within the community and how that collaboration will continue throughout the grant project period. How will the applicant cooperate with other stakeholders within the community? Please list the contact person for each agency the proposed grant project will collaborate with in pursuing the goals and objectives. Duplication of services and resources is one sign that adequate community collaboration is not occurring. Please identify whether the proposed grant project provides an unduplicated service to community residents.

#10

UNDERSERVED POPULATIONS

Directions: Define the underserved population identified in the applicant's community. Provide the applicant's plan to reach and provide services to the underserved populations including those underserved because of ethnic, racial, or cultural background; language diversity; people with disabilities; or geographic isolation, etc.

#11

CIVIL RIGHTS CONTACT INFORMATION

Directions: Applicants must include the name, address, and telephone number of a civil rights contact person who has lead responsibility in ensuring that all applicable civil rights requirements are met, and who acts as liaison in civil rights matters.

#12

COMPLIANCE WITH CEVC GUIDELINES AND NARRATIVE

Directions: See attachment.

#13

BUDGET SUMMARY FORM

Directions: Complete the attached Budget Summary Form as accurately as possible. All amounts should be rounded off to the nearest whole dollar. The request should be reasonable to reach the proposed goal(s) and objectives. When listing Personnel positions, **circle after each position whether it is a new position (N) or an existing position (E) to the agency. Each position has only one title.** Use only the official title on the Budget Summary Form and in the Budget Narrative. Please state any new job duties or functions in the Budget Narrative.

#14

BUDGET NARRATIVE

Directions: Describe in detail each item listed in the Budget Summary Form. Please state any new job duties or functions of personnel listed. **Show all calculations used to arrive at each line item request.** For example, for items such as personnel, show the annual salary rate and the percentage of time devoted to each personnel position to be paid for with these funds. For fringe benefits, show the specific rate being applied,

etc. If the position is not for the full 12-month grant period, prorate the salaries and fringe benefits to reflect the same time frame used in the goal(s) and objectives.

Follow the format below when writing each budget category in the budget narrative.

Example:

Name/Position or Item with Description	Purpose	Location, if applicable	Computation	Request
Personnel: Program Coordinator (N)	To coordinate supervised visitation and monitored exchange visits. Track quarterly statistics; oversee day-to-day center operations.		\$12.00 per hour x 1040 hours	\$ 12,480
Fringe Benefits: FICA			12,480 x 7.65%	\$ 955
Contractual: Security	To provide security during supervised visitation and monitored exchange	Child Exchange and Visitation Center	\$10.00 per hour x 10 hours per week for 52 weeks	\$ 5,200
Total Project				\$ 18,635

***Please note that for purposes of this application and grant program, SAVP grant project funds will not be used to reimburse mileage expenses in excess of the applicant's approved policy rate or the current federal rate, whichever is lower. If the applicant chooses to reimburse at a rate in excess of this amount, per its agency policy, the applicant should be aware that no grant funds administered by the Governor's Grants Office can be used to make up the difference.**

#15

PROGRAM BUDGET

Directions: Submit a complete and balanced budget for the operation of the child visitation and exchange program. The budget shall include fees collected and all other sources of revenue or income, as well as all expenses related specifically to the child visitation and exchange program.

#16

CURRENT FISCAL YEAR AGENCY BUDGET

Directions: Submit the applicant's current fiscal year budget, including balanced income **and** expenses. If the applicant is under the umbrella of a larger entity, submit the budget developed for the applying program. Agency income should list **all** sources of financial support (i.e. foundations, government agencies, fund-raising events, individual contributions, etc.). For each income source, state the amount and its status (received, requested, committed, or projected). If the income is requested or projected, state the date the agency expects to be notified of the funding decision or the date the agency anticipates to collect the income. Be sure to include the appropriate pro-rated portion of this grant application request as budgeted income with a "requested" status. Also, be sure that all line items being requested in this application can be found in the agency's budget for expenses.

Example: January 1 - December 31, 2005

SOURCE:	AMOUNT:	STATUS:	DATE
City of Topeka	\$10,000	Projected	10/05
Client Fees	1,000	Projected	12/05
United Way	5,000	Received	6/05
Walk-A-Thon	500	Collected	1/05
SAVP- GOV (Oct-Dec)	<u>4,193*</u>	Requested	8/05
Total Agency Income	\$20,693		

***25 percent of proposed grant project on budget summary form federal funding**

#17

NEXT FISCAL YEAR AGENCY BUDGET

Directions: Submit the applicant's next fiscal year budget, including balanced income **and** expenses. If the applicant is under the umbrella of a larger entity, submit the budget developed for the applying program. Agency income should list **all** sources of financial support (i.e. foundations, governmental agencies, fund-raising events, individual contributions, etc.). For each income source, state the amount and its status (received, requested, committed, or projected). If the income is requested or projected, state the date the agency expects to be notified of the funding decision or the date the agency anticipates collecting the income. Be sure to include this grant application request as budgeted income with a "requested" status. Also, be sure that all line items being requested in this application can be found in the agency's budget for expenses. Follow the same example as above.

#18

THREE LETTERS OF SUPPORT

Directions: If the applicant is **a not for profit**, submit three current letters of support. **These letters must be from local government agencies** and they **must** accompany the grant proposal. If unable to get government support, please state reasons as to why.

#19

PROOF OF 501(C) STATUS

Directions: If the applicant is a not for profit, submit proof of the applicant's exempt status as determined by the Internal Revenue Service.

#20

SECRETARY OF STATE REGISTRATION

Directions: If the applicant is a not for profit, submit a **current** (less than one year old) copy of the applicant's Certificate of Good Standing with the Kansas Secretary of State's Office, (785) 296-4564.

#21

CURRENT AUDIT REPORT

Directions: **If the applicant is a not for profit, include one copy of a current audit report and provide information on local audit procedures.** Include with the audit the Auditor's Letter to Management if applicable. If there are any findings and/or recommendations stated in the audit report or in the Letter to Management, also include a written explanation stating how the findings and/or recommendations were, or will be, addressed by the applicant. **If the Governor's Grants Program has previously received a copy of the not for profit's most current audit report, please state so in the application and include information on what period was covered, who did the audit, and when it was done.**

If the applicant is a city or county government, a current audit does not need to be submitted. However, government agencies must include information on who does the audit, when the last audit was performed, what period it covered and where the audit is filed.